



## Criteria for Funding and Application Guidelines

- The applicant must be a non-profit, tax-exempt organization qualifying for federal tax exemption under section 501(c)(3) of the Internal Revenue Code and to which donations are allowable as charitable contributions under section 170(c) of the Internal Revenue Code. (Attach as part of the application package)
- The person responsible for receipt and administration of grant funds as well as the grant writer must view the Grant Submission Introduction video that is linked from the [WAAC web page](#).
- All funding requests, including the financial statement, must be typewritten and completed on official WAAC forms. Applications submitted on altered formats of official forms will not be considered for funding.
- Projects, performances and/or services must be held in the Historic Triangle (City of Williamsburg, James City County, Upper York County).
- Special consideration will be given to projects, performances, and/or services that nurture the Historic Triangle's diverse communities and underserved populations, which include minorities, children, senior citizens, people with disabilities, and the financially challenged.
- The Commission looks favorably on those applicants who show evidence that they seek financial assistance from other sources in addition to the WAAC. (This should be listed in section "H" of the application – other Grants Application/Receipts.)
- Sound management and adequate fiscal responsibility are major factors in evaluating funding requests.
- Projects, performances, and/or services already completed are not eligible for funding.
- Email an electronic version of your completed .pdf application form to Richard Saunders, Economic Development Specialist, at [rsaunder@williamsburgva.gov](mailto:rsaunder@williamsburgva.gov) by December 1, 2016.
- Please mail or deliver 10 hard copies of your application to: **Rich Saunders, Economic Development Office, City of Williamsburg, 401 Lafayette Street,**

**Williamsburg, VA 23185.** *Note that hard copies of application must be separated by either colored pieces of paper or binder clips (i.e., no staples).*

- Application deadline is 4 p.m. on **December 1, 2016**.
- Organizations will be notified of the grant status in **mid-May 2017**.